



## New Employer Registration Guide

Employers can use UInteract to register a new business, file contribution and wage reports, make payments, maintain an existing unemployment tax account, inquire about benefit charges and file an appeal to a claim decision.

1. Access UInteract at [uinteract.labor.mo.gov](http://uinteract.labor.mo.gov)
2. Click “Register New Business with DES”
  - You must complete all fields marked with a red asterisk.
3. Create your userID and password
  - UserIDs must:
    - Be 11-30 characters long
    - Start with a letter
    - Contain only letters, numbers or special characters (\*, /, @, #)
  - Passwords must:
    - Be 8-30 characters long
    - Be case sensitive
    - Not contain all or part of the userID
    - Contain at least three of the following:
      - Uppercase letter
      - Lowercase letter
      - Number
      - Special character
4. Create Three Security Questions and Answers
  - These questions help you reset your userID or password if needed
5. Complete General Information
  - This information is required for a business to establish a new unemployment tax account. You will receive a confirmation when the business is successfully registered.
6. Get Started
  - You can conduct business using both the blue tabs in the menu at the top of the screen or the green triangles in the menu in the middle of the screen.